Helpful Registration Resources

**New Students**

1. **How to Prepare for an Academic Advising Appointment:** <https://youtu.be/7DDin6N8Nc8>
	* College Catalog: <https://www.vpcc.edu/academics/catalog>
	* New Student Enrollment Survey: <https://www.vpcc.edu/college-readiness>
	* New Student Orientation: <https://www.vpcc.edu/orientation>
2. **New Student Checklist (check in the ‘New Students’ folder)**: <https://bit.ly/3MD4Mzk>
3. **How to Register for Classes:**
	* **Using Navigate** (appointment style): <https://youtu.be/_KKJzVcwmFA>
	* **Using SIS** (online shopping style): PDF “How to Enroll in SIS”: <https://bit.ly/3MD4Mzk> or Video: <https://youtu.be/bnnyN9jIgIU>

**Continuing Students**

1. **Steps to Planning Your Classes** (check the description for more links): <https://youtu.be/D-ncZgdFjmo>
2. **How to Register for Classes:**
	* **Using Navigate** (appointment style): <https://youtu.be/_KKJzVcwmFA>
	* **Using SIS** (online shopping style): PDF “How to Enroll in SIS”: <https://bit.ly/3MD4Mzk> or Video: <https://youtu.be/bnnyN9jIgIU>

**Transfer Credits** (May take at least 10-12 weeks for evaluation)

1. **How to transfer in credits (including Dual Enrollment, AP, IB or CLEP scores, and/or military transcripts):**
	1. Send all OFFICIAL transcripts to admissions@vpcc.edu.
	2. Complete the Request for Transfer Evaluation Form and mail to **Admissions**: <https://www.vpcc.edu/admissions/forms>
	3. Only students enrolled in classes will have their transcripts reviewed by Enrollment Services.
	4. All transcripts must be received for review to be processed.
2. **Credit for Prior Learning/Advanced Standing Guide:** <https://catalog.vpcc.edu/content.php?catoid=12&navoid=2128>
3. **Other transfer databases that may help plan courses** (only as a guideline, not official):
	1. **Tidewater Community College:** <https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=883968b8-494d-437c-9939-abd7eb891079&aid=8fcb2c14-cd6c-477c-9786-8dfc78e48460>
	2. **NOVA Community College:** <https://www.nvcc.edu/cro/transfercredit/tes.html>

**Common Questions Addressed by Other Departments**

***Financial Aid***

1. Be sure to check your messages in SIS for financial aid updates.
	1. Log into ‘MyVPCC’: <https://www.vpcc.edu/new>
	2. Click ‘SIS: Student Information System’
	3. Click ‘My Student Information’
	4. Click ‘Message Center’ under Student Message Center
2. Questions about your status, eligibility, or award information: <https://www.vpcc.edu/pay/aid>
3. Scholarship information: <https://www.vpcc.edu/admissions/scholarships>

*Student Accounts*

1. How to Make a Payment: <https://www.vpcc.edu/pay/how>
2. Requesting a Payment Plan: <https://www.vpcc.edu/pay/plan>
3. Tuition Payment Deadline: <https://www.vpcc.edu/academics/calendars>

***Veterans Educational Benefits***

1. Steps for Using Benefits and related concerns: <https://www.vpcc.edu/military/veterans>

**HELP! I can’t enroll in a class, but I meet the pre-requisites to take it! (Either from VPCC or another school)\***

1. Complete the student enrollment form: <https://www.vpcc.edu/admissions/forms>
2. Send the completed enrollment form and supporting transcripts: registration@vpcc.edu
3. \*Please note that if the school is closed for a holiday, all support services will be closed until the school reopens. Be sure to check the calendar: <https://www.vpcc.edu/academics/calendars>